DOCUMENT RESUME

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IDENTIFIERS	American Management Association

ABSTRACT

This report lists 329 books in the library of the Training and Career Development Division of the Personnel Service. The books are listed under six categories. They are: personnel administration (46), management and supervision (60), general reference (57), training (20), American Management Association (AMA) publications (118), and United States Civil Service Commission publications (28). The AMA category is broken down into the following classifications: administrative services, finance, international management, manufacturing, general management, insurance, marketing, packaging, personnel, purchasing, and research and development. It is also noted that the library has small pamphlets and flyers in 12 categories and back issues of 10 magazines. (JS)

ED 065781

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PERSONNEL-MANAGEMENT REFERENCE MATERIALS

MANAGEMENT & SUPERVISION
PERSONNEL ADMINISTRATION
TRAINING
GENERAL REFERENCE

TRAINING AND CAREER DEVELOPMENT DIVISION
PERSONNEL SERVICE
U.S. GOVERNMENT PRINTING OFFICE
APRIL 1972

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AC 012 767

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : All Supervisors

DATE: April 12, 1972

FROM : Chief, Training and Career Development Division

SUBJECT: List of reference materials

Attached is a list of books in the library of the Training and Career Development Division. The books are listed under 6 categories:

1. Personnel Administration
2. Management and Supervision
3. General Reference
4. Training
5. American Management Association Publications
6. U.S. Civil Service Commission Publications

We also have a number of small pamphlets and flyers in the following categories:

1. ADP
2. Employee Relations
3. Executive Development
4. General Management
5. General Personnel
6. Labor-Management Relations
7. Personal Development
8. Program Evaluation
9. Recruitment and Placement
10. Safety
11. Training
12. Wage and Salary

Back issues of the following Magazines are also available:

1. Administrative Management
2. Advanced Management Journal
3. Audio-Visual Communications
4. Business Management
5. Civil Service Journal
6. Compensation Review
7. Harvard Business Review
8. Manpower
9. Monthly Labor Review
10. Personnel

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

11. Printing and Publishing
12. Printing Management
13. Public Personnel Review
14. The Management Review

These references may be borrowed by GPO supervisors and employees. For further information visit the Training and Career Development Division, Room C-807.

James M. Langston, Jr.

Attachment

PERSONNEL ADMINISTRATION

American Management Association

WAGES AND SALARIES 1960
A guidebook for line managers to answer wage and salary questions.

Ahern, Eileen

HANDBOOK OF PERSONNEL FORMS AND RECORDS 1949
Description of the various types of personnel forms and records.

American Management Association

THE PERSONNEL JOB IN A CHANGING WORLD 1964
Readings on automation, unemployment and collective bargaining.

Baker, Helen; Ballantine and True

TRANSMITTING INFORMATION THROUGH MANAGEMENT AND UNION CHANNELS 1949
Two case studies on union-management relations.

Bellows, Roger M.

PSYCHOLOGY OF PERSONNEL IN BUSINESS AND INDUSTRY 1949
Basic techniques of increasing production through employee satisfaction.

Bingham, Walter van Dyke; and Moore

HOW TO INTERVIEW

Cameron, D. Ewen; and Ross

HUMAN BEHAVIOR AND ITS RELATION TO INDUSTRY 1944
A series of lectures dealing with the techniques or methods of dealing with people.

Civil Service Assembly

EMPLOYEE RELATIONS IN THE PUBLIC SERVICE 1942
A report on employee relations in Federal and local government in 1942.

Civil Service Assembly

PLACEMENT AND PROBATION IN PUBLIC SERVICE 1946
A statement on the organization and practices of public service placement organizations and reports on probation.

Civil Service Assembly

PUBLIC RELATIONS OF PUBLIC PERSONNEL AGENCIES 1941
A report on policies and practices in Federal, Canadian, and local personnel agencies.

Corson and Shale

MEN NEAR THE TOP 1966
A description of the men in top Federal Service positions.

Corson, John J.

EXECUTIVES FOR THE FEDERAL SERVICE 1952
A guide for selecting and holding high-caliber persons for the Federal Service.

Dale, Ernest

PLANNING AND DEVELOPING THE COMPANY ORGANIZATION STRUCTURE 1952
A how to book on plant reorganization.

David and Pollock

EXECUTIVES FOR GOVERNMENT 1957
Control issued of Federal Personnel Administrators. Political and staffing problems for the supergrades.

Evans, J.J., Jr.

A PROGRAM FOR PERSONNEL ADMINISTRATION 1945
The story of one man's battle to reorganize the personnel division of a company.

Ghiselli and Brown

PERSONNEL AND INDUSTRIAL PSYCHOLOGY 1948

Ginzberg, Eli

THE NEGRO POTENTIAL 1956
Focuses on a deeper understanding of the economic emancipation of the American Negro.

Hart, Wilson R.

COLLECTIVE BARGAINING IN THE FEDERAL CIVIL SERVICE 1961
A study of the Labor-Management relations in United States Government Employment.

Industrial Relations Research Association

THE DEVELOPMENT AND USE OF MANPOWER 1967
Papers and discussions at the Association's Twentieth Annual Winter Meeting.

Krislov, Samuel

THE NEGRO IN FEDERAL EMPLOYMENT 1967
(2 copies)

Labor, Department of

DICTIONARY OF OCCUPATIONAL TITLES 1965
Part I Definition of Titles
Part II Titles and Codes

Laird, Donald A.

PSYCHOLOGY OF SELECTING MEN 1927
Very advanced book on testing and measuring applicants prior to placement.

Levitan, Cohen, and Lampman

TOWARDS FREEDOM FROM WANT 1968
Focuses on public programs interested in the reduction of poverty.

Lewis, Elmer A.

CIVIL SERVICE PREFERENCE- RETIREMENT AND SALARY CLASSIFICATION LAWS 1941
Extracts froms laws granting preference to certain employees.

Link, Henry C.

EMPLOYMENT PSYCHOLOGY 1921
1921 book on testing, selecting, placing, and understanding employees.

Lippitt, This, and Bidwell

OPTIMIZING HUMAN RESOURCES 1971
Thirty-nine articles focusing on the development process of people.

Lopez, Felix M.

EVALUATING EMPLOYEE PERFORMANCE 1968

Mandell, Milton M.

RECRUITING AND SELECTING OFFICE EMPLOYEES 1927
Scholarly study of placement in the business world.

Mandell, Milton M.

THE SELECTION PROCESS 1964
A detailed textbook on all phases of personnel administration connected with the employment processes.

Mee, John F., editor

PERSONNEL HANDBOOK 1951
A good reference source for the journeyman or manager in personnel. Not for continuous reading.

Meriam, Lewis

PUBLIC PERSONNEL PROBLEMS
Survey of the field of personnel activities and the way to handle problems in 1938.

Morton, J.E.

ON THE EVOLUTION OF MANPOWER STATISTICS 1969
Studies in employment and unemployment.

Mosher and Kingsley

PUBLIC PERSONNEL ADMINISTRATION 1941
A scholarly examination of the most up-to-date thinking and practices in 1941.

National Manpower Council

A POLICY FOR SCIENTIFIC AND PROFESSIONAL MANPOWER 1953
A research study on shortage occupations.

Pigors, Myers & Malm

READINGS IN PERSONNEL ADMINISTRATION 1959
Selected readings on all phases of personnel and their relationships.

Public Personnel Association

DEVELOPMENTS IN PUBLIC EMPLOYEE RELATIONS 1965
Focuses on the complexities in dealing with employees (2 copies).

Randle, C. Wilson

COLLECTIVE BARGAINING- PRINCIPLES AND PRACTICES 1951

Ryder, Rehmus, and Cohen

MANAGEMENT PREPARATION FOR COLLECTIVE BARGAINING 1966

Tiffin, Joseph

INDUSTRIAL PSYCHOLOGY 1942
This is a scholarly discussion of various testing and training techniques.

Tyler, Gus

THE POLITICAL IMPERATIVE 1968
A study of the corporate character of unions.

Veterans Administration

MANUAL OF ADVISEMENT AND GUIDANCE 1945
A book giving the knowledge necessary and the techniques for counseling World War II veterans.

Warner, Kenneth O.

COLLECTIVE BARGAINING IN THE PUBLIC SERVICE: THEORY AND PRACTICE 1967
A collection of fifteen papers presented at a Public Personnel Association seminar on collective bargaining.

Watkins and Dodd

THE MANAGEMENT OF LABOR RELATIONS 1938
Tells how to meet union demands in 1938.

Weber, Arnold R., et al.

PUBLIC-PRIVATE MANPOWER POLICIES 1969

White, J. Gustav

WHEN YOUR ADVICE IS ASKED 1966
An informative manual on counseling.

Zimpel, Lloyd

THE DISADVANTAGED WORKER/ READINGS IN DEVELOPING MINORITY MANPOWER 1971

MANAGEMENT AND SUPERVISION

Agriculture, Department of

ADMINISTRATIVE MANAGEMENT 1945
Good introduction to the field of management

American Management Association

THE DEVELOPMENT OF EXECUTIVE TALENT 1952
A handbook of management development techniques and eighteen case studies from private industry.

American Management Association

PACKAGING RESEARCH: AN INVENTORY 1959
Offers a comprehensive and classified inventory of literature reflecting packaging research

American Management Association

MANAGEMENT DEVELOPMENT FOR THE LINE MANAGER 1969

Roberts, Appley, and Maxey (AMA)

THE FOREMAN'S BASIC READING KIT 1944
A collection of articles for the first line supervisor.

American Management Association

SUCCESSFUL PRODUCTION PLANNING AND CONTROL 1955
A collection of articles on spending and cutting cost production from forecast to final delivery.

American Management Association

GRIEVANCE HANDLING- 101 GUIDES FOR SUPERVISORS 1970

Appley, Laurence A.

MANAGEMENT IN ACTION 1956
A guide to successful business management built upon its human assets and the improvement of their value.

Austin, Charles F.

MANAGEMENT'S SELF-INFLICTED WOUNDS 1966
Gives the reader an opportunity to examine himself as a "boss", first by looking at other bosses, and then to determine whether he himself is guilty of the same type of undesirable boss behavior.

Baker and France

CENTRALIZATION AND DECENTRALIZATION IN INDUSTRIAL RELATIONS 1954
A study on the degree and balance of decentralization for efficient management in industry.

Basset, Glenn A.

PRACTICAL INTERVIEWING- A HANDBOOK FOR MANAGERS 1965
A practical guide on face-to-face contacts for managers.

Benn, A.E.

THE MANAGEMENT DICTIONARY 1952
Definitions of frequently used management words.

Bennis, Warren G. & Slater, Philip E.

THE TEMPORARY SOCIETY 1968
Tells what is happening to the order of business and family life in America under the impact of accelerating change.

Blake & Mouton

THE MANAGERIAL GRID 1964
This book describes various managerial theories. Emphasis is put on the development of the organization and its abandoning outmoded practices to become a more efficient working unit.

Boyd, Bradford B.

MANAGEMENT-MINDED SUPERVISION 1968

Brannon, J.A.F.

MODERN INDUSTRIAL LEADERSHIP 1942
Outlines for a ten lecture conference course for first line supervisors.

Broaded, Charles H.

ESSENTIALS OF MANAGEMENT FOR SUPERVISORS 1947
A 231 page book on organization, work simplification, and supervisory practices.

Bureau of Business Practice

THE STANDARD MANUAL FOR SUPERVISORS 1969
Deals with human relations, leadership, communication, cost reduction, accident prevention, and training responsibility.
2 copies

Cameron, D. Ewen and Ross, H.

STUDIES IN SUPERVISION 1945
Series of university lectures (January 1945 to March 1945) about the psychology of supervision.

Chapman, Elwood N.

SUPERVISOR'S SURVIVAL KIT 1970
A guide to move into management positions.

Connelly, J. Campbell

A MANAGER'S GUIDE TO SPEAKING AND LISTENING 1967

Cummings, L.L., & Scott, W.E.

READINGS IN ORGANIZATIONAL BEHAVIOR AND HUMAN PERFORMANCE 1969
Aids the student in achieving an understanding of the behavior of individuals and groups in goal-seeking organizations.

Falcon, William D.

VALUE ANALYSIS/ VALUE ENGINEERING 1964
(The implications for managers)
Considers those factors influencing the successful implementation and continuing operation of the value engineering program.

Gardner, Glenn

BETTER FOREMANSHIP 1941
Questions and answers for the first line supervisor.

Gardner, James E.

SAFETY TRAINING FOR THE SUPERVISOR 1969

Gellerman, Saul W.

MANAGEMENT BY MOTIVATION 1968

Glower and Hower

THE ADMINISTRATOR- CASES ON HUMAN RELATIONS IN BUSINESS 1954

A textbook type collection of articles and cases concerning the use of good human relations practices in management.

Guilford & Gray

MOTIVATION AND MODERN MANAGEMENT 1970

Haire, Mason

PSYCHOLOGY IN MANAGEMENT 1964

A new book on the human aspects of the supervisor's job.

Harwood, Sumner

HOW TO WORK WITH PEOPLE- Scientific Methods of Securing Cooperation 1940

One hundred ninty four page book on motivating and understanding employees.

Koontz and O'Donnell

PRINCIPLES OF MANAGEMENT 1964

Textbook on management functions.

Lazzaro, Victor

SYSTEMS AND PROCEDURES: A HANDBOOK FOR BUSINESS & INDUSTRY 1968

Leadership on the Job

AMERICAN MANAGEMENT ASSOCIATION 1966

Leadership Resources, Inc.

LOOKING INTO LEADERSHIP 1966
An indexed "notebook" dealing with scientific and practical knowledge of leadership principles and practices.

Lecht, Charles Philip

THE MANAGEMENT COMPUTER OF PROGRAMMING PROJECTOR 1967

Likert, Rensis

NEW PATTERNS OF MANAGEMENT 1961
A basic text of management principles "written especially for those who are actively engaged in management and supervision and for students of administration and organization."

Lovin and Casstevens

COACHING, LEARNING AND ACTION

Lowry, Maynard, and Stegmerten

TIME AND MOTION STUDY AND FORMULAS FOR WAGE INCENTIVES 1940
Discussion of the time and motion study with formulas for various occupations.

McGregor, Douglas

THE PROFESSIONAL MANAGER 1967

McSweeny, Edward

ORGANIZATION FOR MORE EFFICIENT MANAGEMENT 1952
Thirty-eight page book on developing and evaluating organization efficiency.

Mandel, B.J.

STATISTICS FOR MANAGEMENT 1966

Marvin, Philip

MANAGEMENT GOALS: GUIDELINES AND ACCOUNTABILITY 1968
Shows how men and managers can work together developing a step-by-step performance achievement plan.

Massie, Joseph L.

ESSENTIALS OF MANAGEMENT 1965
Topics of major concern in management are summarized in this book.

Maynard, Harold., editor

EFFECTIVE FOREMANSHIP 1941
Collection of articles on the fundemental principle of everyday supervision.

Merrill, Harwood F.

CLASSICS IN MANAGEMENT 1960

Niles

MIDDLE MANAGEMENT- THE JOB OF THE JUNIOR ADMINISTRATOR 1941
Studies the middle manager's relations with first level supervisor's and with executive as well as organizing and carrying out the functions of the junior administrator.

Office of Management & Budget

PROCEEDINGS OF THE FEDERAL MANAGEMENT IMPROVEMENT CONFERENCE 1970

Patten, Thomas H., Jr.

THE FOREMAN: THE FORGOTTEN MAN OF MANAGEMENT 1968

Peter, Dr. Laurence J. and Raymond Hull

THE PETER PRINCIPLE: WHY THINGS ALWAYS GO WRONG 1969

Pfiffner, John M.

THE SUPERVISION OF PERSONNEL- HUMAN RELATIONS IN THE MANAGEMENT OF MEN 1951
Book dealing with employees for all levels of supervision and management. (4 copies)

Roethlisberger and Dickson

MANAGEMENT AND THE WORKER 1941
An account of a research program conducted by Western Electric Company .

Schein, Edgar H.

ORGANIZATIONAL PSYCHOLOGY 1965
An introductory book on psychology

Seckler-Hudson, Catherine

ORGANIZATION AND MANAGEMENT: THEORY AND PRACTICE 1957
A systematic and critical analysis of the principles and processes of organization and management in large establishments.

Scidle, Norman G.

THE ART OF SUCCESSFUL COMMUNICATION 1965
A "how to" look at improving writing with an emphasis on improving tone.

Schoonmaker, Alan N.

ANXIETY AND THE EXECUTIVE 1969

Scott, Clothier, and Spriegel

PERSONNEL MANAGEMENT- PRINCIPLES, PRACTICES, AND POINT OF VIEW. 1954
An academic study of the field of personnel management. 2 copies

Seashore and Bowers

CHANGING THE STRUCTURE AND FUNCTIONING OF AN ORGANIZATION 1963
A study involving the effect of change in a manufacturing plant.

Terry, George R.

PRINCIPLES OF MANAGEMENT 1964
Designed for the basic management course. 2 copies

Thompson, Victor A.

BUREAUCRACY AND INNOVATION 1969
Studies the relation between bureaucratic structures and innovativeness.

Walton, Albert

NEW TECHNIQUES FOR SUPERVISORS AND FOREMEN 1940
Book on the psychology of management.

GENERAL REFERENCE

Apprentice Yearbooks

Air Force, Department of

CONFERENCE LEADERSHIP 1951
Manual on preparing for and conducting meetings and conferences, Air Force Manual 50-8.
2 copies

Air Force, Department of

GUIDE FOR AIR FORCE WRITING 1960

American Bar Association

FEDERAL GOVERNMENT LEGAL CAREER OPPORTUNITIES 1970
Lists job opportunities in 1970 for Federal, Military, and independent Agencies

American Management Association

THE EUROPEAN COMMON MARKET 1958
A report on the conception and planning of the Common Market, how it may influence the American manufacturer, and how the Common Market will affect aspects of the United States business community.

American Telephone & Telegraph Company

TELEPHONE AREA CODE DIRECTORY 1970

Bassler, Roy P.

A GUIDE TO THE STUDY OF THE UNITED STATES OF AMERICA 1960
Gives references found in Library of Congress catalogues, on all facets of the United States.

Becker, Ester R.

HOW TO BE AN EFFECTIVE EXECUTIVE SECRETARY 1962

Burghardt, Axelrod, & Anderson

MACHINE TOOL OPERATION 1959
2 copies part I
1 copy part II

Cassels, John M., director

THE STERLING AREA- AN AMERICAN ANALYSIS 1951
A long, detailed study of the economy of the British Empire.

Civil Service Commission

THE COMMISSION ON POLITICAL ACTIVITY OF GOVERNMENT PERSONNEL
3 volumes.

Commerce, U.S. Department of

ELECTRONIC COMPOSITION IN PRINTING 1968

Commerce, U.S. Department of

U.S. INDUSTRIAL OUTLOOK 1970

Focuses on major industry developments during the most recent decade, the outlook for 1970, and prospects for the future through 1975.

Commerce, U.S. Department of

INDUSTRY PROFILES 1969
Presents a statistical picture of economic developments in each of 418 manufactoring industries during the period from 1958-67.

Commerce, U.S. Department of

A METRIC AMERICA 1971
A study by the National Bureau of Standards concluding that the United States should change to the International Metric System.

Commerce, U.S. Department of

PAPER MANUFACTURING & PRINTING 1969

Committee on the Judiciary

UNITED STATES CODE 1958
Contains the general and permanent laws of the United States in force on January 6, 1959.

Crowell

ROGET'S THESAURAS 1962
A reference book for clear and vivid expressions with words classified according to ideas rather than alphabetically.

Deans, Edwina

ELEMENTARY SCHOOL MATHEMATICS- NEW DIRECTIONS 1963

Deschler, Louis

THE CONSTITUTION, JEFFERSON'S MANUAL, AND THE RULES OF THE HOUSE OF REPRESENTATIVES
Thomas Jefferson's manual of parliamentary rules which is the basis for Senate procedure, and the rules of the House of Representatives for the 84th Congress.

Downs, Anthony

INSIDE BUREAUCRACY 1967
An attempt to develop a useful theory of bureaucratic decisionmaking.

Educational Facilities Laboratories, Inc.

PLANNING FOR SCHOOLS WITH TELEVISION- DESIGN FOR ETV 1968

National Archives and Records Service- GSA

UNITED STATES GOVERNMENT ORGANIZATION MANUAL 1971

United States Government Printing Office

English Grammar and Composition 1932
Textbooks for the GPO Apprentice School.
2 copies

GPO

ONE HUNDRED GPO YEARS 1861-1961 1961
A history of public printing in the United States and the GPO. 2 copies

GPO

PREPARATION OF MAGNETIC TAPE FILES FOR INPUT TO THE ELECTRONIC COMPOSING SYSTEMS 1966

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PUBLIC PRINTING IN PEACE AND WAR 1947
A report to the President on the problems involved and the changes that were made to printed materials in time of war.

GPO

WORD MANUAL 1941
Syllabication, pronunciation, and definition of words.

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BOOKBINDING: THEORY AND PRACTICE 1962

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COMPOSITION: THEORY AND PRACTICE 1962

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LITHOGRAPHY: THEORY AND PRACTICE 1962

GPO

PRESSWORK: THEORY AND PRACTICE 1962

Health, Education, and Welfare, Department of

DIRECTORY OF UNITED STATES INSTITUTIONS OF HIGHER EDUCATION 1967

Health, Education, and Welfare, Department of

LECTURE PREPARATION GUIDE 1966

ITU, Bureau of Education

LESSONS IN PRINTING VOLUME 1 1970

International Typographical Union of North America 1970

MODERN PRINTING

Irwin, James W.

HATCH ACT DECISIONS 1949
A series of legal briefs of cases heard by the Chief Hearing Examiner of the Civil Service Commission.

Joint Committee on Printing

CONGRESSIONAL DIRECTORY 1972

Labor, U.S. Department of

AMERICAN WOMEN AT THE CROSSROADS: DIRECTIONS FOR THE FUTURE
Report of the fiftieth anniversary, Conference of the Women's Bureau of the Department of Labor.

Labor, Department of

EMPLOYMENT AND EARNING STATISTICS FOR THE UNITED STATES 1966
Statistics on the number, sex, employment conditions, working conditions, and salary of employees in all occupational areas from 1901 to the present.

Labor, Department of

OCCUPATIONAL OUTLOOK 1968

Landau, Robert M.

WORKSHOP ON COMPUTER COMPOSITION 1970
Contains papers prepared for the proceedings of the ASIS Potomac Valley Chapter sponsored workshop on December 8-9, 1970.

Mogulescu, Maurice

PROFIT THROUGH DESIGN 1970
Describes the problems arising from the white collar revolution and examines three case histories to see how three different companies faced and solved their problems.

Murphy and Gross

LEARNING BY TELEVISION 1966

National Science Foundation

KNOWLEDGE INTO ACTION: IMPROVING THE NATION'S USE OF THE SOCIAL SCIENCES 1969

Porte, Rhodes A.

DICTIONARY OF PRINTING TERMS 1941
A complete dictionary of terms used in the graphic arts industry. 2 copies

President's Commission on the Assassination of President John F. Kennedy

REPORT OF THE WARREN COMMISSION 1964
Report of this commission to the President in a condensed form.

President's Commission on National Goals

GOALS FOR AMERICANS 1960
A report to President Eisenhower on the condition of the country and the steps necessary to improve it during the '60's.

Scott, R.D.

A STUDENT'S GUIDE TO ENGLISH COMPOSITION 1946

Seybold, John W.

THE PRIMER FOR COMPUTER COMPOSITION 1971

Slager, William R.

ENGLISH FOR TODAY 1946

Social Security Board

ORAL TRADE QUESTIONS 1940
A book containing questions which the applicant for a job in a specific trade should be able to answer.

Bert and Frances Strauss

NEW WAYS TO BETTER MEETINGS 1951

Strunk and White

THE ELEMENTS OF STYLE 1959

Van de Velde, Robert W.

THE ROCKEFELLER PUBLIC SERVICE AWARDS 1967
A report on the origin and evolution of the awards program with descriptions of the recipients and an evaluation of the effect of the program.

Weaver, John D.

THE GREAT EXPERIMENT 1965
A very readable book describing the organization, operation, and history of each major agency in the United States Government.

Wells, John E.

PRACTICAL REVIEW GRAMMAR 1928
A manual of English usage and principles of composition. 2 copies.

TRAINING

Broadwell, Martin M.

THE SUPERVISOR AS AN INSTRUCTOR 1968
Provides a practical guide to enable the instructor to develop his own teaching techniques

Bundy, R.D.

HOW TO TEACH A JOB 1946
63 page book on preparing for, conducting, and evaluating job instruction training.

Center for the Study of Evaluation

A FRAMEWORK FOR EVALUATION STUDY 1969

Cooper, Alfred M.

EMPLOYEE TRAINING 1942
How to set up and maintain an employee development program within an organization.

Craig and Bittel

TRAINING AND DEVELOPMENT HANDBOOK 1967

Dodd, Alvin E. and Rice, James O.

HOW TO TRAIN WORKERS FOR WAR INDUSTRIES 1942
How to develop and maintain a "Quick Training" program for an expanding work force.

Galanter, Eugene

AUTOMATIC TEACHING: THE STATE OF THE ART 1959
Defines and describes every major aspect of machine teaching.

Hall, Milton, chairman

EMPLOYEE TRAINING IN THE PUBLIC SERVICE 1941
A report by a joint Canadian and American committee on public service training.

Health, Education, and Welfare, U.S. Department of

HIGHER EDUCATION: 1966-1967 1967
Directory which lists the institutions offering at least a 2-year program of college-level studies in residence.

Frank Holmes Laboratories

FACTS YOU SHOULD KNOW ABOUT FILMSTRIPS 1965

Labor, Department of

BIBLIOGRAPHY OF TRAINING MATERIALS 1956
A listing of publications on training in various trades and crafts.

Linton, Calvin D.

EFFECTIVE REVENUE WRITING 1961
A classic guide for Government writing.
2 copies (1 vol. I, 1 vol. II)

Minteer, Catherine

UNDERSTANDING IN A WORLD OF WORDS 1970

National Advisory Committee on Adult Basic Education

ADULT BASIC EDUCATION 1969
The report describes the current Adult Basic Education Program and summarizes a study of selected Federal programs with adult basic education components.

Reitell, Charles

TRAINING WORKERS AND SUPERVISORS 1941

Assesses training needs, develops training programs, and evaluates the effectiveness of training programs.

Riendeau, Albert J.

THE ROLE OF THE ADVISORY COMMITTEE IN OCCUPATIONAL EDUCATION IN THE JUNIOR COLLEGE

Serves as a guide for those charged the responsibility for developing and maintaining occupational education programs at the junior college level.

Rose, Homer C.

THE DEVELOPMENT AND SUPERVISION OF TRAINING PROGRAMS

Two books under one cover: The Instructor and His Job and a book on supervision.

Rose, Homer C.

THE INSTRUCTOR AND HIS JOB 1961

Shellow and Harmon

CONFERENCE MANUAL FOR TRAINING FOREMAN 1935

A manual for preparing a foreman conference program including sample outlines for eighteen subjects.

Technifax Education Division

A TEACHER'S GUIDE TO OVERHEAD PROJECTION 1969

AMERICAN MANAGEMENT-ASSOCIATION

AMA.....a brief description

INDEX TO AMA'S 1969 PUBLICATIONS

Administrative Services

THE THIRD GENERATION COMPUTER

THE CHANGING SCOPE OF OFFICE MANAGEMENT

BUDGETING GENERAL AND ADMINISTRATIVE EXPENSES

Greenwood, Frank

SYSTEMS ANALYSIS FUNCTION 1968

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A study designed to aid management make decisions concerning where to place responsibility for computer operations within the organization.

Shriner and White

DISTRIBUTION PLANNING AND CONTROL 1969

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COMMERCIAL TIME-SHARING SERVICES AND UTILITIES 1969

Finance

RETURN ON INVESTMENT: CONCEPT AND APPLICATION

COMPUTER LEASING: EVALUATING CRITERIA FOR DECISION MAKING

TAX CONSIDERATIONS IN ORGANIZING FOREIGN OPERATIONS

EDP AND THE AUDITOR

Dekom, Anton K.

THE INTERNAL CONSULTANT

Cohen, Burton J.

COST-EFFECTIVE INFORMATION SYSTEMS 1971
Contains a set guidelines which should help the information systems function to relate to the needs of the enterprise it serves in a business-like and cost-effective way.
2 copies

Hill, Roger W., Jr.

CASH MANAGEMENT TECHNIQUES 1970

Miller, Ernest C.

OBJECTIVES AND STANDARDS OF PERFORMANCE IN FINANCIAL MANAGEMENT 1968

Naitove, Irwin

MODERN FACTORING 1969

Taussig, John N.

EXPENSE ACCOUNT CONTROL 1967

Daenzer, Bernard J.

FACT-FINDING TECHNIQUES IN RISK ANALYSIS 1970

Follmann, J.F., Jr.

INSURANCE COVERAGE FOR MENTAL ILLNESS 1970

Deric, Arthur J.

THE TOTAL APPROACH TO EMPLOYEE BENEFITS 1967

International Management

FINANCING EAST-WEST BUSINESS TRANSACTIONS

Heck, Harold J.

THE INTERNATIONAL BUSINESS ENVIRONMENT 1969

Alsegg, Robert J.

RESEARCHING THE EUROPEAN MARKETS

Chorafas, Dimitris N.

DEVELOPING THE INTERNATIONAL EXECUTIVE 1967

THE COMMUNICATION BARRIER IN INTERNATIONAL MANAGEMENT 1969

Manufacturing

CRITICAL PATH SCHEDULING

AUTOMATED MANUFACTURING PLANNING

General Management

MASTERING CHANGE: BREAKTHROUGH PROJECTS AND BEYOND

UNDERSTANDING LINEAR PROGRAMMING

MEASURING AND EVALUATING PUBLIC RELATIONS ACTIVITIES

MANAGING CORPORATE REAL ESTATE

Higginson, M. Valliant

MANAGEMENT POLICIES I 1966

MANAGEMENT POLICIES II 1966

Johnson, Lawrence A.

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